

14 SEP 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 13 September 1978

25X1A 1. (C) Recruiters Conference: The field recruiters arrived in the Washington area on Tuesday, 5 September. Wednesday, Thursday and Friday were spent at the [REDACTED] where a special operations orientation course was conducted to make them more familiar with the Operations Directorate and especially the role of the case officer. The conference itself commenced on Monday, 11 September, with special speakers from such organizations as the Career Training Program and the Office of Communications. Of special note have been their meetings with the DCI and the DDA.

2. (U) Combined Federal Campaign: Arrangements have been made through the Public Affairs Office to show the Combined Federal Campaign (CFC) promotional film via the cafeteria television sets. The 12-minute film featuring actor James Whitmore will be shown at 11:45 a.m., 12:15 p.m. and 12:45 p.m. on 20 and 21 September in both cafeterias. When advised that Secretary Brown and Secretary Califano have filmed brief lead-in remarks to personalize their support for the CFC for their employees, the Public Affairs Office decided to ask the Director if he would like to do the same. [REDACTED] indicated he would let us know as soon as he has the Director's decision on this matter. Preparations are now under way to distribute all pertinent materials and information regarding this year's Combined Federal Campaign.

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classified attachment.

S-E-C-R-E-T

3. (U/AIUO) Contracts -- Storage: The Production and Services Contracts Branch, Office of Logistics, took early action on our request to forward Letters of Proposal to the three contract storage companies for contract renewal. To date, we have received two of the proposals and are awaiting the third. Upon receipt, we will analyze the three proposals with regard to the price increases and forward our suggestions to the contracting officer for his action. Hopefully, he will be able to conclude all negotiating and accomplish the signing of the contracts prior to the beginning of the new fiscal year.

4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 193 persons to go by 12 January, 30 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	37 (12)	48 (5)	85 (17)
Signed to go	<u>32 (12)</u>	<u>76 (1)</u>	<u>108 (13)</u>
Totals	69 (24)	124 (6)	193 (30)

5. (U) Project Opportunity: Eighteen Project Opportunity employees entered on duty as scheduled on 7 September 1978. The class appears to be very enthusiastic and were looking forward to the training at the Civil Service Commission which started 11 September.

6. (U/AIUO) Growth - VIP: As of 8 September 1978, the unit value of the Growth Fund of the Voluntary Investment Plan had risen to \$10.33.

7. (U) Suggestion Box: No suggestions were received this past week. The total number of suggestions received since the program began on 15 June 1977 is 52.

8. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Skills Session: We expect maximum capacity (90) attendance for the 27 September 1978 Skills Session which features [REDACTED] discussing troubled employee problems.

S-E-C-R-E-T

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(2). (U). Personnel Management and Administration Course:
All 20 nominations for the pilot running of the Personnel Management and Administration Course (2-4 October) have been reviewed. The average grade is GS-14, age 43, and years of Agency experience is 18.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

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EA-D/Pers/[REDACTED]:rj (14 Sep 78)

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S E C R E T

12 September 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (6 - 12 September 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved as new hires:

DDC

25X1A



- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, CI Staff, effective 30 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, EA Division, effective 28 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.
- Independent Contractor, CCS, effective 28 August 1978.

2. (S) The following rehired civilian annuitant cases were approved for extension by the Director of Personnel:

DDA

25X1A



- Independent Contractor, OS, one-year extension.

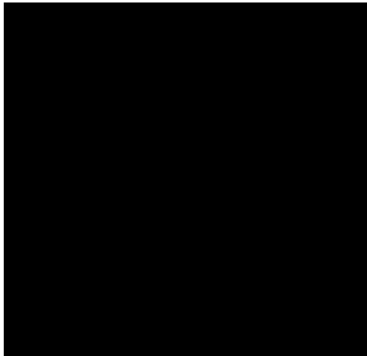
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S E C R E T

S E C R E T

DDO

25X1A



- Independent Contractor, DCD,
one-year extension.
- Independent Contractor, IMS,
one-year extension.
- Independent Contractor, IMS,
one-year extension.
- Independent Contractor, IMS,
one-year extension.